

<b>Project Name:</b>		<b>Date :</b>
<b>Project Number:</b>	<b>Version:</b>	
<b>Organization:</b>	<b>Process Owner:</b>	
<b>Project sponsor:</b>	<b>Green Belt(s):</b>	

**Business Impact**

Q1: Why should we do this?  
 Q2: What are the benefits?  
 Q3: What is the quantified value of the project?  
 Q4: Which key corporate strategies would this project support?

<input type="checkbox"/> Growth of EBITDA	<input type="checkbox"/> Create new customer	<input type="checkbox"/> Retain good partners
<input type="checkbox"/> Return on investment	<input type="checkbox"/> Customer retention	<input type="checkbox"/> Employee engagement index
<input type="checkbox"/> Free cash flow	<input type="checkbox"/> COPQ	

assumptions

Business impact

**Opportunity or Problem Statement**

Q1: What "pain" are we or our customers experiencing? Q2: What is wrong or not working?  
 Q3: Why do we think we can generate the value proposition described in the Business Impact?

**Goal Statement & Key metrics**

Q1: What specific parameters will be measured? Define  $Y = f(x)$   
 Q2: What are our improvement objectives and targets?  
 Q3: Specifically, what are we going to do and deliver?  
 Q3: How will success be measured?

Q1/Q2:  
 Potential Y =  
  
 Potential X =  
  
 Q3:  
 Q4:

**Project Scope**

Q1: What are the initiative boundaries (start and end of the process or parts of a system)?  
 Q2: What authority do we have?  
 Q3: What is not within scope?

Q1:  
 Q2:  
 Q3:

**Project Plan**

Q1: How are we going to get this done?  
 Q2: When are we going to complete the work?  
 Q3: What are the major milestones (tollgates)?

Q1:  
 Q2:  
 Q3:  
 Tollgate:      Date  
 Define:  
 Measure:  
 Analyse:  
 Improve:  
 Control:

**Team Selection**